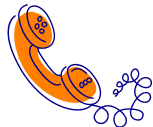




### Attendance Verification

Please help us to save valuable time and ensure the safety of your child by calling in all absences. We thank all parents/guardians who continue to call the school when their children are absent. Your support ensures that our Safe Arrival Program works efficiently to ensure the safety of our students. **PLEASE call the school at 905-794-8039.** When calling please state the child's first and last name (spell the last name), grade, teacher and reason for absence. When we do not receive your call, we are concerned about your child. We then call home, your workplace or an emergency contact number. Please let us know if your telephone numbers change.

### Are You Getting The Answering Machine?



We are requesting your assistance. This system, which allows parents to call in student absenteeism 24 hours a day, supports our Safe Arrival Program. If both lines into the school are busy, your call is automatically routed to the School Answering System. The office staff picks up the phone messages on a regular basis and will relay messages to staff members.

### School Arrival and Entry

Please ensure that your child does not arrive at school prior to 9:00 a.m as there is no adult supervision available in the yard until that time. All students are expected to enter and dismiss from their assigned doors. Students are to use the front door only if they are late for school and coming into the office for a late pass.



### Arriving Late For School

It is important for all students that they arrive on time for school. Students who are late for school are required to report to the office to obtain an Admit Slip prior to going to class.

### Appointments

Any students leaving or returning to the school due to appointments must be signed out and in at the office by a parent/guardian. If you are coming early to pick up your child from the school please report to the office and we will call for your son or daughter. You will then be asked to sign out your child at the office. An adult must be there to sign out a child early from school. If you are sending someone to pick up your children, please inform the office of this intent. Parents are asked to provide a note/call if the child is to leave school early. Students will not be released without prior parental consent.

